

**Financial Management Circular: 2003-1**

**Effective Date: January 1, 2004**

**General Subject: Travel, Moving and Interviewing Policies for the  
State of Indiana**

**Repeals FMC #97-1.1**

**Repeals FMC #97-1.2**

**Specific Subject: Same as General Subject**

**Authority: IC 4-12-1-13(e)**

**IC 4-12-1-13(h)**

**IC 4-13-1-4(7)**

**Application:**

**This Circular applies to all State employees, board and commission members, potential employees, and persons under contract with the State.**

## Financial Management Circular 2004-1

The enclosed chapter replaces Chapter 6. Lodging from Financial Management Circular 2004-1. The revised chapter will become effective on July 15, 2011.

### Chapter 6. Lodging

#### Section 6-1 Preferred Lodging

(A) Lodging arrangements with respect to State Travel shall be made in compliance with this preferred lodging section.

(B) Reimbursement for in-state lodging will be limited to the negotiated rates as listed at the end of this chapter and on IDOA's website under travel services.

(C) Reservations for both in-state and out-of-state lodging must be made through the IDOA Travel Office or through utilization of an IDOA-approved tool. If possible, employees should seek lodging at a state-owned property. For information about Indiana state park inns and reservations, see:

<http://www.in.gov/dnr/parklake/2435.htm>.

#### Section 6-2 Reimbursement for Lodging

A person in travel status may claim reimbursement for lodging expenses, with an original receipt, not to exceed the rates set by this chapter. It is the traveler's responsibility to check out of the accommodations in sufficient time to not be required to pay additional expenses for late check-out.

#### Section 6-3 Shared Accommodations

(A) If accommodations are shared by State Travelers.

- (1) If the total room charge is paid by one traveler than that traveler may be reimbursed the amount paid with an original itemized receipt from the place of lodging in accordance with this circular. A copy of the receipt must be attached to each employee that shares lodging in order to claim per diem on their travel voucher.

#### Section 6-4 Lodging Rates Limitations

(A) All persons traveling on official State business including Employees, Contractors, Board and Commission Members must stay in preferred hotels as negotiated by the IDOA's Travel Office.

(B) Agencies and Departments are no longer permitted to negotiate hotel contracts directly with hotels or lodging facilities.

(C) In order to receive government rates, lodging establishments may require State Travelers to provide State government identification in the form of a picture ID.

(D) If more than 10 rooms are needed per night the travel management office should be contacted to negotiate a group room block. Room blocks will be negotiated with preference given to the States preferred hotel properties.

(E) If attending a meeting or conference that requires hotel lodging to be made directly with meeting organizers or the hotel directly, prior written approval must be received from the IDOA Travel Office.

(F) Reimbursement for both In-State and Out-of-State lodging may be denied if reservations are not made in accordance with this policy unless an exception is granted by the IDOA Travel Office prior to the stay.

Chapter 6 Rate Schedule Effective July 15, 2011

Maximum Allowable in-state lodging rate -\$89.00 plus tax

Downtown Indianapolis to be made through negotiated preferred lodging establishments maximum rate-\$87.00 plus tax

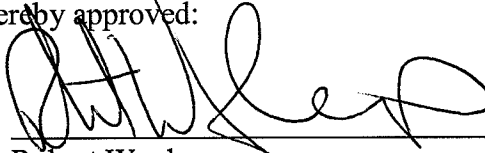
Financial Management Circular 2011-1 is hereby approved:



Adam Horst  
Director, State Budget Agency

8/4/11

Date



Robert Wynkoop  
Commissioner, Department of Administration

08-03-2011

Date